



CITY OF KIRKLAND

EXPRESS PERMITS

123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033

TENANT IMPROVEMENT

APPLICATIONS NOT ACCEPTABLE FOR THIS EXPRESS PERMIT:

- ✓ Requiring complex structural, exiting or fire reviews
- ✓ Change or intensification in use
- ✓ Addition to total square footage
- ✓ Institutional uses with an approved Master Plan
- ✓ **If project involves exterior work on a building in the CBD, JBD, TL, NRH, RH, or in the LIT, PR, or RM zones in the Rose Hill Business district**
- ✓ **If changing exterior lighting**
- In the Rose Hill Business district (an Exterior Lighting Plan will be Required)**

THE FOLLOWING ITEMS MUST BE PROVIDED IN ORDER TO PROPERLY PROCESS YOUR PERMITS:

- ☐ 1. **Completed** tenant improvement permit application and checklist. A separate electrical permit will be required if electrical work will be done. Please check with the Building Department.
- ☐ 2. Copy of contractor's registration card and UBI number prior to permit issuance. **Note:** Registration must be current at time of permit issuance.
- ☐ 3. Total project cost. Value of the Work (fair market value of labor & materials).
- ☐ 4. Lender information (name of company who loaned you money for this project) for projects valued over \$5,000.
- ☐ 5. Square footage of tenant improvement and total square footage of tenant space.
- ☐ 6. Describe existing and proposed use. List tenant in the project box at the top of the application.
 - A. List existing and proposed use (i.e. type of office, restaurant, retail, etc. and if there is any change from existing).
 - B. Provide existing and proposed business/tenant name.
- ☐ 7. Four (4) full size copies of the site plan, drawn to scale. Show existing parking.
- ☐ 8. Indicate any work to be done on the exterior of the building. (If located in **the Central Business District (BD), the Juanita BD, the North Rose Hill BD, the Rose Hill BD, Or Totem Lake BD**, exterior work may require Design Review approval and may not qualify for Express review. Please contact the Planning Department prior to submitting your T.I. permit application)
- ☐ 9. Complete Energy forms:
 - A. Building Mechanical Systems.
 - B. Lighting Power Budget, for compliance with Washington State Energy Code 51-11 Washington State Ventilation and Indoor Air Quality Code 51-13.
- ☐ 10. Restaurants need Health Department (425-296-4932) approval. A copy of the health department approved plans must be submitted at time of application.
- ☐ 11. Three sets of construction drawings - show all structural details, cloud all tenant improvement changes. Drawings should be minimum 1/8" scale.
- ☐ 12. Architects/Engineers signed registration stamp must appear on plans and calculations prepared by such professionals.

For further information, please contact the City of Kirkland Building Department at 425-587-3600, Planning Department at 425-587-3225, or the Public Works Department at 425-587-3800

NOTE: Permit Applications requiring plan review are accepted Monday-Tuesday-Thursday-Friday 8-4:00, Wednesday 10:30-4:00